



City of Covington

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HUMAN SERVICES COMMISSION MINUTES

January 13, 2011 - 6:30 p.m.

Council Chambers

CALL TO ORDER

Chair Haris Ahmad called the, January 13, 2011 meeting of the Human Services Commission to order at 6:37 p.m.

MEMBERS PRESENT

Haris Ahmad, Saqib Ahmad, Fran McGregor-Hollums, Aunna Moriarty, and Sue Ray.

MEMBERS ABSENT

Colleen Holmes and Kevin Piersawl were excused

CITY STAFF PRESENT

Victoria Throm, Personnel & Human Services Analyst
Noreen Beaufriere, Personnel Manager

PLEDGE OF ALLEGIANCE

Chair Haris Ahmad led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

Commissioner McGregor-Hollums moved and Commissioner Ray seconded to approve the Agenda to include the minutes of the October 14, 2010 meeting as written. Vote: 5-0. Motion Carried.

PUBLIC COMMENTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Item 1. Discuss Contract Conditions for Storehouse

The Commission reviewed the Storehouse application for funding to determine what performance measurements and outcomes they would like in the contract for 2011. Storehouse Director Meg Holland and Pastor Kevin Holland attended the meeting in order to work with the commission on these requirements. Following a discussion on the value of reporting boxes of food versus pounds of food, the commission approved

the proposed goals of serving 76 unduplicated clients and providing 1,593 boxes of food.

CM McGregor talked about the proposed Outcomes and how to better report on the data collection method and outcome results. She talked about giving a good description of what is in a standard food box that is delivered to each home. She also suggested using a client survey to produce measureable data. Meg replied that they have developed a new survey to get the data that will ensure their outcomes are met and can be backed up with data. A copy of the new survey was reviewed and the commission found that this will help in giving them better data for their outcome report.

There were a few concerns that the commission addressed with Meg & Pastor Holland. One issue was the Board of Directors membership, another issue was regarding timeliness of reports and the last issue pertained to a financial audit.

Commissioners Ray and Moriarty agreed to address that issue with Meg and Kevin Holland. Currently, there are four members on the Board who have served for many years and two of those are the Storehouse Director and Pastor of the church. CM Ray requested that they appoint several more board members from outside the church and to establish a rotating system for term expirations that will keep the board membership more diverse and produce a healthier agency. Meg said they were already addressing this issue and recruiting additional board members from their volunteers.

CM Haris Ahmad explained to Meg the importance of submitting their quarterly reports in a timely manner so that Victoria can get the quarterly reports completed and to the commission for review. Meg acknowledged that she had been late in submitting reports and would do better this year.

CM Saqib Ahmad asked Meg for information about who conducted their recent audit. Meg explained that their last Financial Review was completed by a CPA accountant firm and they no longer have their own staff do the audit report. The commission was pleased to accept this.

Meg announced that Storehouse Back Pack Buddies partnership program with Covington Elementary and Cedar Valley Elementary schools are very successful. This program provides specific children with backpacks filled with food for the weekend then the child returns it to school on Monday.

Item 2. Designate Employee Human Service Donation Fund to Agency

Victoria announced the City of Covington employee donation fund for human services was \$860 for 2010. She asked the commission to delegate the funds to an agency already funded by city general funds. The commission reviewed the agencies and funding level to determine which program would benefit most.

ACTION:

Commissioner McGregor moved and Commissioner Ray seconded to designate \$860 from the employee human service donation fund to the YWCA Emergency Housing program. Vote: 5:0. Motion Carried.

Item 3. Review 4th Quarter Human Service Reports

The end of year reports were reviewed and approved for reimbursement.

Item 4. Approve Commission Work Plan Calendar for 2011

The commission reviewed the 2011 work plan, which will mostly be centered on completing the Human Services Master Plan. Victoria asked which agencies they would like to conduct site visits and to confirm which months would be best. Since there are several new agencies this year the commission agreed to visit the Pediatric Interim Care Center in March, Safe Havens visitation center in June, and the Storehouse in September.

ACTION:

Commissioner Haris Ahmad moved and Commissioner McGregor seconded to approve the 2011 Human Services Work Plan. Vote: 5:0. Motion Carried.

COMMENTS

With no further business, Chair Ahmad adjourned the meeting at 8:24 p.m.

Submitted by:

A handwritten signature in cursive script that reads "Victoria Throm".

Victoria Throm
Personnel & Human Services Analyst